

Master of Social Work

HOW TO APPLY

Please read the **application instructions** starting on page 2 before beginning your application.

Step One: Apply to the UW Graduate School

- Submit your **UW Graduate School Application** with payment of the \$65 application fee online at:

<https://www.grad.washington.edu/ApplyForAdmiss/>

Step Two: Apply to the MSW degree program

- Include a **printout** of your completed online UW Graduate School Application with your packet.
- Complete the **Application for Admission to the UW Tacoma Master of Social Work Program**.
- Write an **admissions essay**. Essay questions are provided in this packet.
- Request an **official transcript** for each college or university you have attended.
- Calculate your GPA and submit the **GPA Worksheet**.
- One copy of your current **résumé**.
- Complete the **Social Service Experience form**.
- Three letters of reference**. Please be certain the envelopes are sealed with the author's signature over the seal. Please use the forms provided.
- Complete the **Conviction/Criminal History Information Form**.
- Complete the **Authorization for Repeat Background Checks and Dissemination of Results Form**.

Mail all of the above items to:

Social Work
University of Washington Tacoma
Campus Box 358425
1900 Commerce Street
Tacoma, WA 98402-3100

AUTUMN QUARTER

3-Year Program

Part-time, evening classes
Admit Autumn Quarter ONLY

Priority Application Date
March 1, 2010

Applications received after the priority application date will be reviewed on a **space-available basis**.

WINTER QUARTER

Advanced Standing Program

Part-time, evening classes
BASW/BSW required
Admit Winter Quarter ONLY

Application Deadline
June 30, 2010

Applications received after the deadline will **NOT** be reviewed.

Remember, several items are required to complete your application. Transcripts often take several weeks to arrive. Your application will not be reviewed for admission until all materials have been received.

HOW TO CONTACT SOCIAL WORK

tacoma.washington.edu/social

Office: WCG 203

Phone: 253-692-5820

Fax: 253-692-5825

E-mail: tsocial@u.washington.edu

Welcome

Dear Applicant,

We welcome your application to the University of Washington, School of Social Work Master of Social Work (MSW) Program at UW Tacoma. As we anticipate the thirteenth year of the program, we look forward to a new cohort of students. In order to assist you in completing the application requirements, we have provided information on our admission process and criteria and instructions for completing the application.

As an applicant, you are responsible for ensuring that all materials for admission are received by the Social Work Program office at UW Tacoma and the UW Graduate School, respectively, by the appropriate deadline. The MSW Program's admission recommendations are then forwarded to the Graduate School of the University for confirmation of admission.

Admission is competitive. It is based on evidence of individual qualifications supporting potential capacity for graduate study and for completing degree requirements with a high level of achievement and promise for success in career development.

You will be notified in writing by the Graduate School and the MSW Program as soon as possible with respect to the decision on your admission. You should notify the Social Work Program office immediately of any change of plans or change of address after your application is submitted.

If you have further questions regarding the application materials or admission criteria, contact the Social Work Program office for assistance at (253) 692-5820.

Sincerely,

A handwritten signature in black ink, appearing to read 'Rich Furman', with a stylized, cursive-like script.

Rich Furman, M.S.W., Ph.D.
Director

Application Instructions

INTRODUCTION

This section serves as a guide for applying to the MSW Program. Careful attention to the description of standards of behavior, application materials, requirements and information, coupled with the application checklist on the cover of this packet should facilitate the entire process. Please be certain to use only current year application materials to avoid following outdated guidelines.

The Social Work Program seeks to enroll well-qualified students with diverse backgrounds. We especially seek applicants who are committed to work with diverse populations. Admission to the MSW Program is selective and is based on academic performance and potential, clarity and appropriateness of career objectives, understanding of social issues, knowledge of diverse populations, and relevant practice experiences. Academic credit toward the MSW is not given for previous employment or life experience.

Washington State law requires that all individuals who have access to children under 16 years of age, persons with developmental disabilities, and vulnerable adults such as older people, disclose background information concerning crimes and offenses against these populations. These include crimes against children or other persons, certain civil findings related to abuse of vulnerable populations, and crimes relating to financial exploitation. They do not include offenses such as traffic violations. In addition, the law requires background checks concerning these offenses. Since successful completion of practicum credits may involve service to these populations, we require all admitted students to complete a comprehensive background check. The Social Work Program will require that all newly admitted students use an online service, Verified Credentials, Inc., to obtain required background checks. Please be aware that there is currently a \$69 fee for this service. See our Web site for more information.

Our commitment to diversity is elaborated upon in the document entitled “Standards for Essential Abilities and Attributes for Admission and Continuance in the Social Work Program” contained in this packet. This document outlines the qualities and professional behavior expected of students. All applicants should carefully review these Essential Abilities before completing the MSW admissions materials.

GENERAL INFORMATION

This section covers the materials that applicants submit for review by the Admissions Committee. All admission materials should be sent together in one envelope unless otherwise noted. The application checklist on the cover of this packet will also assist you. Applicants will be notified by e-mail or letter once their application file is complete.

Please note the appropriate application date for the program(s) to which you are applying. All application materials must be received on or before this date to be considered for priority admission. It is the applicant's responsibility to ensure that materials arrive on time.

APPLICATION FORMS

You are required to apply to the UW Graduate School online and submit your application fee electronically at www.grad.washington.edu/application. If necessary, applicants may apply for a fee waiver through the UW Graduate School. Please print out a copy of your completed application and send it to UW Tacoma Social Work Program with your other application materials. Answer all questions on the application forms. Please keep a copy of all submitted materials whenever possible.

The application for the UW Tacoma Master of Social Work Program must be filled out completely and signed. Please return the application with all other required application materials.

If you are planning to apply for the 3-yr, MSW program as well as the Advanced Standing MSW program you must submit two separate applications and corresponding fees to the UW Graduate School. Please indicate that you wish to be considered for both program options in question #1 of the program application located on page 10 of this application packet and submit a complete set of materials by March 1st.

ADMISSIONS ESSAY

The admissions essay is a two-part essay and is one of the most critical elements in the admission review. Each of the two sections of the essay should be clearly titled. The maximum length of the entire essay (both parts combined) should not exceed six pages, typewritten and double-spaced. Please utilize font sizes 11 or 12. The essay questions are included in this packet.

Application Instructions (*continued*)

TRANSCRIPTS AND THE GPA

One official transcript from each undergraduate and graduate institution attended must be submitted, including community college transcripts. Request the registrar of each institution to mail one official transcript in a sealed envelope to the UW Tacoma Social Work Program. **THESE ENVELOPES CANNOT BE OPENED.** If you are enrolled in an undergraduate or graduate program at the time you submit your application, it will be your responsibility to request updated transcripts to be sent to the UW Tacoma Social Work Program. Admission to the University of Washington Graduate School is contingent upon completion of all undergraduate requirements and conferral of a bachelor's degree. If you are accepted to the MSW program, an additional set of official transcripts from the institution that granted your baccalaureate degree must be submitted.

Applicants are required to fill out the GPA Worksheet and return it with their application materials. When computing your GPA, please use your own copy of transcripts. The GPA is computed based on your last 90 quarter credit hours or 60 semester credit hours. Applicants who have attended a school that issues non-graded transcripts must fill out the name, college/university and dates of attendance sections only.

NOTE: Advanced Standing applicants must demonstrate that they have earned a minimum 3.0 grade in all core social work/welfare courses or have a cumulative GPA of 3.5 or higher in their BASW major. A copy of your school's BASW/BSW degree requirements may be requested. Additionally, all Advanced Standing applicants must have received a BASW/BSW degree within the past five years from a program accredited by the Council on Social Work Education.

RÉSUMÉ AND SOCIAL SERVICE EXPERIENCE FORM

You must include a current professional résumé as part of your application materials (maximum two pages in length). Both social service and non-social service positions should be listed on your résumé. Your volunteer or paid work experience in the areas of social or health sciences is of interest to the admissions committee. Please provide a complete history on the Social Service Experience form provided and attach a separate sheet if needed.

REFERENCES

Please list the names of those providing references on the Social Work Program application form. You are asked to submit three references only. If you have graduated within the last two years from an undergraduate college, one of the three references is required to be an academic reference. If you have been out of school for more than two years, the three references may be in any combination, from either academic or professional experiences. If you are currently employed or volunteering in a social service agency, it is important to include a reference from your direct supervisor.

It is the responsibility of the applicant to ensure that the references are mailed back to you in sealed, unopened envelopes and that you submit the sealed envelopes in your application packet. Members of your own family or personal friends are not appropriate references. Please read the statement regarding Public Law 93-380 on the reference form. Sign the reference form if you wish to waive your right to review the reference. It is important for the person writing the reference and for the Admissions Committee to know what decision you have made regarding this right of review. It is also acceptable for the referee to mail the letter directly to the UW Tacoma Social Work Program.

It is recommended that the applicant ask the referee to keep a copy of the reference in case the original is lost in the mail. Please ask the person providing the reference to sign his or her signature across the seal of the envelope.

CONVICTION/CRIMINAL HISTORY AND AUTHORIZATION FOR REPEAT BACKGROUND CHECKS AND DISSEMINATION OF RESULTS FORMS

Please complete and sign the forms on pages 19 and 20 of this application packet. When considering individuals for admission to the Social Work program, conviction/criminal history records are reviewed as they relate to the content and nature of the curriculum and the safety and security of clients and the public. A conviction/criminal history record does not necessarily disqualify an individual for admission. All applicants are asked to disclose conviction/criminal history information during the admission screening process. *If offered admission a comprehensive background check will be required.*

Application Instructions (*continued*)

ADDITIONAL INFORMATION

International Applicants

Since the UW Tacoma Social Work Program is a part-time program, **international students are not eligible to apply**. International Students holding an F-1 or a J-1 student visa may apply to the UW School of Social Work at the Seattle campus as there is a full-time program available there. International applicants must begin the application process by consulting the UW International Applicants main page on the Web at www.grad.washington.edu/admissions/intl/intlmain.htm. See the Web site for application deadline information.

Re-applicants

Applicants who have previously applied to the Social Work Program should note that files are held for one year only. Those who wish to re-apply to the program for the coming year and who applied last year should follow the instructions in this section. Those who applied prior to last year must start the application process over completely.

In order to re-apply for the Social Work Program you will need, at a minimum, to submit new application forms for the Graduate School and the Social Work Program and the \$65 application fee. On the Social Work Program application form, please indicate in the box at the top of the front page that you have previously applied for admission to the UW Tacoma MSW program. One recent letter of reference will also be required. In all cases, request a current year application packet to use for information about the admissions process in effect for the year you intend to apply.

Write a cover letter addressed to the Social Work Program Director regarding the materials you wish to have included in your new application file. Indicate in the letter exactly what you wish to include from your previous application and what new material you plan to send. If there are additional materials that might strengthen your application file (i.e., more recent transcripts, a re-written admissions essay, references), it may be useful to include them in re-applying to the program. In some cases, all new materials will need to be submitted if the application materials change significantly from one year to the next. If offered admission, the applicant will need to submit information for a background check and pay a processing fee.

If you have any questions regarding the re-application process, please contact the Social Work Program adviser.

Transfer Applicants

Students who apply after completing part of the requirements for an MSW degree at another MSW program accredited by the Council on Social Work Education may satisfy some of the program's requirements. As part of the application, transfer students must submit a graduate program bulletin, course syllabi, course numbers, titles and descriptions of courses, reading lists and a transcript providing evidence of having passed social work courses with a 2.7 (B-) grade or better as part of their application materials. Students seeking credit for TSOCW 524: Foundation Practicum must also provide a copy of their graduate practicum evaluations. Transfer students must complete a minimum of 36 credits of which 18 credits must be numerically graded in order to graduate from the University of Washington Tacoma MSW program. Transfer applicants must complete all application forms for the current application year.

Financial Aid

If you need to apply for financial aid, obtain the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov or from the Office of Enrollment Services, Box 358400, 1900 Commerce St., Tacoma, WA 98402. Scholarships, grants, loans, and work study opportunities are available from public and private sources for qualified students. Most public funding is based on the needs assessment prepared from the FAFSA. Submitting the FAFSA is independent of an admission decision and does not require notice of admission. Forms are available in January and must be received by February 28 to be considered an "on-time" applicant. You may also apply online at www.fafsa.gov. **The institutional Title IV code for the University of Washington is 003798.** Please use the address "Seattle, WA" when entering UW school information. Please contact the Office of Enrollment Services at (253) 692-4400 for additional information.

Application Instructions (*continued*)

MSW APPLICANT RESPONSIBILITIES

The Admissions Committee wishes to give all applications as prompt and thoughtful consideration as possible. The following steps help to make this possible:

- Submit all completed application materials together at the earliest possible date. No action can be taken until all essential materials are received.
- Review all application forms and materials for completeness and accuracy of all items before submitting them. It is to the applicant's advantage to submit the strongest possible materials (carefully selected references and a thoughtfully written admissions essay that follows the guidelines).
- Keep copies of the admissions essay and all other materials submitted for consideration by the Admissions Committee.
- Select references immediately and give or mail them copies of the reference form. Ask them to respond promptly. If a reference is unwilling or unable to respond, select an alternative reference and write to us of this change immediately. Ask the person writing the reference to keep a copy in case the original is lost in the mail.
- Notify promptly, in writing, the Social Work Program and the Office of Graduate Admissions of any change of address or of a withdrawal from consideration.
- It is the applicant's responsibility to update transcripts if applying while still in school.
- Use the Application Checklist on the first page of this application to help ensure all application materials are complete before sending the materials.
- Be certain the applicant's name is on all material submitted for consideration.
- Make sure that you have a current application packet for the year you intend to apply ensuring the correct application procedures are followed.

Admission Requirements

NOTE: Admission and program requirements are subject to change without notice.

Human Biology Applicants applying to the Social Work Program will have their transcripts reviewed for successful completion of a human biology course within the last 10 years from the date of admission. All applicants must satisfy the human biology prerequisite requirement prior to matriculating into the Social Work Program.

Applicants are encouraged to complete the biology prerequisite as soon as possible. Currently, Biology 100, 101, 118, 161 and Genomics 261 at the University of Washington and TSOCWF 350 or TESC 240 at University of Washington Tacoma provide appropriate content for this requirement. Contact the Social Work Program office for a list of approved courses at the community college level or more information at (253) 692-5820 or www.tacoma.washington.edu/social. Please note that Advanced Placement (AP) credit earned in high school will not satisfy this requirement.

If you believe you have completed an adequate amount of human biology content within another academic course, please contact the program adviser at (253) 692-5820. Please note that applicants will be required to submit course syllabi as part of the approval process if the human biology course was taken at a college or university outside the state of Washington.

Statistics Course Requirement. Familiarity with the basic techniques of social work research will be important for entering students, as graduate coursework includes significant attention to research findings and models, and the vital connection between research and practice. Social workers utilize research in at least two ways: 1) as consumers of research who apply findings of research studies to improve the delivery of services to client systems, and 2) as practitioners of research, primarily in the areas of practice and program evaluation.

Therefore, students admitted to the Master of Social Work Program at the University of Washington Tacoma are required to successfully complete a basic statistics course (in any discipline) prior to matriculation in the program. Credit will be given for the successful completion of a statistics course taken within the last five years from the date of admission at a college or university. Official transcripts must be supplied. Statistics credits may not be applied to the MSW degree. If you successfully completed a statistics course more than five years ago, you may qualify to take a Statistics Waiver Quiz. Applicants who have concerns or questions about meeting this requirement are encouraged to call the Social Work Program office.

Liberal Arts Policy. The Social Work Program requires that an applicant to the program has a liberal arts background. For purposes of admission to the Social Work Program, a liberal arts background is defined in the following way:

A liberal arts background shall consist of a minimum of five (5) quarter credits or three (3) semester credits in each of the general distribution areas: humanities, social sciences, and natural sciences. In addition, 60 quarter credits or 40 semester credits total coursework from the combined humanities, social science, and natural science areas are necessary to qualify as completing a liberal arts background for admission.

Applicants who are admitted without having a liberal arts background are encouraged to correct this deficiency before enrolling in the program. In any event, such deficiencies must be corrected by the end of the first quarter of the graduate program.

The following general list of liberal arts distribution areas will be used to determine where a course belongs: humanities, social sciences, and natural sciences. The Social Work Program office will review the applicant's transcript to determine whether or not the liberal arts requirements are satisfied.

Humanities. Architecture, Art, Art History, Classics, Comparative Literature, Dance, Drama, English, Landscape Architecture, Linguistics, Music, Philosophy, Religious Studies, Speech Communication, all foreign languages and literature.

Social Sciences. Anthropology, Biomedical History, Communications, Economics, Environmental Studies, Geography, History, International Studies, Political Science, Psychology, Social Work, Sociology, Urban Planning, Women's Studies, all Ethnic Studies courses.

Natural Sciences. Astronomy, Atmospheric Sciences, Biological Structure, Biology, Botany, Chemistry, Engineering, Fisheries, Forest Resources, Genetics, Geology, Mathematics, Microbiology, Nutritional Sciences, Oceanography, Physics, Speech and Hearing Sciences, Statistics, Zoology.

University and Social Work Program Policies

There are several critical policies and standards with which all applicants to the UW Tacoma Social Work Program should review carefully and become familiar. These sections are important for applicants to better understand the qualities and professional behavior expectations required of students.

Standards for Essential Abilities and Attributes for Admission and Continuance in the Social Work Program

The essential abilities and attributes for admission to and continuance in the Social Work Program—distinguished from academic standards—describe the physical, cognitive, emotional and character requirements to provide reasonable assurance that students can complete the entire course of study and participate fully in all aspects of social work education and the practice of social work.

Acquisition of competence as a social worker is a lengthy and complex process that will be subverted by significant limitations of the student's ability to participate in the full spectrum of the experiences and the requirements of the curriculum.

Students in the Social Work Program at the University of Washington Tacoma are expected to possess the following abilities and attributes at a level appropriate to their year in the program. They are expected to meet these standards in the classroom, in their practice and elsewhere. Attention to these standards will be part of evaluations made by faculty responsible for evaluating applications for admission as well as by faculty responsible for evaluating students' classroom and practicum performance.

Motor Abilities. The social work student must have sufficient motor abilities to attend class and practicum placement with or without technical accommodation. Reasonable accommodation through technology for limitations in motor abilities will be allowed. Disability Support Services may be consulted regarding reasonable accommodations at (253) 692-4493 or (253) 692-4413 (TTY).

Sensory Abilities. The social work student must have the ability through his/her senses to participate in classes and practicum placement. The student must acquire and integrate data through use of their senses with or without technical accommodation. Reasonable accommodation through technology for limitations in sensory abilities will be allowed. Disability Support Services may be consulted regarding reasonable accommodations.

Communication Skills. The social work student must communicate effectively and sensitively with other students, faculty, staff, clients and other professionals. They must express their ideas and feelings clearly and demonstrate a willingness and ability to listen to others. They must have sufficient skills in spoken and written English to understand the content presented in the program.

Self-Awareness. The social work student must know how his/her values, attitudes, beliefs, emotions and past experiences affect his/her thinking, behavior and relationships. The student must be willing to examine and change his/her behavior when it interferes with his/her working with clients and other professionals and must be able to work effectively with others in subordinate positions as well as with those in authority.

Professional Commitment. The social work student must have a strong commitment to the goals of social work and to the ethical standards of the profession. The student must be committed to the essential values of social work, which are the dignity and worth of every individual and his/her right to a just share of the society's resources.

Knowledge Base for Social Work Practice. The professional activities of social work students must be grounded in relevant social, behavioral and biological science knowledge and research. This includes knowledge and skills in relationship building, data gathering, assessment, interventions and evaluation of practice.

Objectivity. The social work student must be objective enough to systematically evaluate clients and their situations in an unbiased, factual way.

Empathy. The social work student must endeavor to seek to comprehend another individual's way of life and values. He/she must be able to communicate this empathy and support to the client as a basis for a productive professional relationship.

Energy. The social work student must be resistant to the undesirable effects of stress, and avoid burnout by exercising appropriate self-care and developing cooperative and facilitative relationships with colleagues and peers.

University and Social Work Program Policies

Acceptance of Diversity. The social work student must appreciate the value of human diversity. He/she must serve in an appropriate manner all persons in need of assistance, regardless of the person's age, class, race, religious affiliation (or lack of), gender, disability, sexual orientation and/or value system. Social work students must not impose their own personal, religious, sexual, and/or cultural values on their clients.

Interpersonal Skills. The social work student must demonstrate the interpersonal skills needed to relate effectively to other students, faculty, staff, clients and other professionals. These include compassion, altruism, integrity and the demonstration of respect for and consideration of others.

Professional Behavior. The social work student must behave professionally by knowing and practicing within the scope of social work, respecting others, being punctual and dependable, prioritizing responsibilities and completing assignments on time.

Academic Performance and Conduct Which May Result in a Review and Possible Dismissal from the Social Work Program

Students may be terminated from the University of Washington Tacoma Social Work Program for any of the following:

1. Failure to meet or maintain academic grade-point requirements as established by the University of Washington and the Social Work Program. (This is automatic and may take place without a review or further procedure.)
2. Academic cheating, lying, or plagiarism.
3. Behavior judged to be in violation of the NASW Code of Ethics or unprofessional conduct as specified by RCW 18.130.180 Unprofessional Conduct set down in the Regulation of Health Professions—Uniform Disciplinary Act (below).
4. Documented evidence of conviction of a criminal act occurring during the course of study, or which occurred prior to admission to the Social Work Program and became known after admission.
5. Failure to meet the Standards for Essential Abilities and Attributes for Admission and Continuance in the Social Work Program.

Washington State RCW 18.130.180 – Unprofessional Conduct

The text of this law is available online at www.leg.wa.gov/RCW and is also available in the Social Work Program manuals.

Other Important Policies

The Social Work Program at the University of Washington Tacoma is an academic community dedicated to the ideals of social justice. As part of that commitment, the program is working to ensure that it is an environment in which discriminatory and harassing behavior does not occur to any person nor property, based upon race, color, religion, sexual orientation, political orientation, gender, disability or national origin. Procedures exist within the program and the University for preventing and eliminating harassing and discriminatory behavior.

University of Washington Policy Prohibiting Sexual Harassment

Sex discrimination in the form of sexual harassment, defined as the use of one's authority and power, either explicitly or implicitly, to coerce another into sexual relations or to punish another for his/her refusal, or as the creation by a member of the University Community of an intimidating, hostile or offensive working or educational environment through verbal or physical conduct of a sexual nature, shall be a violation of the University of Washington human rights policy (UW Handbook, Vol. IV).

University of Washington Policy Against Discrimination

The University of Washington, as a standing policy, does not discriminate on the basis of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, or status as a disabled veteran or Vietnam-era veteran. Any discriminatory action can be a cause for disciplinary action. This policy applies to all University programs and facilities, including, but not limited to, admissions, educational programs, employment, and patient and hospital services. Such discrimination is prohibited by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, Age Discrimination in Employment Act Amendments of 1978, Vietnam-Era Veterans' Readjustment Assistance Act of 1974, other federal and state statutes and regulations, and University policy. Coordination of the compliance efforts of the University of Washington with respect to all of these laws and regulations is under the direction of the Equal Employment Officer, Dr. Helen Remick, Room 126, Brooklyn Building, 4045 Brooklyn Avenue N.E., Seattle, Washington 98105-6021, telephone (206) 543-1830.

Major Principles of the National Association of Social Workers' Code of Ethics

The NASW is the major professional organization for social workers. The following is an outline of the major principles of the NASW Code of Ethics to which students in the Social Work Program are also expected to adhere.

I. The Social Worker's Conduct and Comportment as a Social Worker

- A. Propriety – The social worker should maintain high standards of personal conduct in the capacity or identity as a social worker.
- B. Competence and Professional Development – The social worker should strive to become and remain proficient in professional practice and the performance of professional functions.
- C. Service – The social worker should regard as primary the service obligation of the social work profession.
- D. Integrity – The social worker should act in accordance with the highest standards of professional integrity.
- E. Scholarship and Research – The social worker engaged in study and research should be guided by the conventions of scholarly inquiry.

II. The Social Worker's Ethical Responsibility to Clients

- F. Primacy of Client's Interests – The social worker's primary responsibility is to clients.
- G. Rights and Prerogatives of Clients – The social worker should make every effort to foster maximum self-determination on the part of the clients.
- H. Confidentiality and Privacy – The social worker should respect the privacy of clients and hold in confidence all information obtained in the course of professional service.
- I. Fees – When setting fees, the social worker should ensure that they are fair, reasonable, considerate, and commensurate with the service performed and with due regard for the clients' ability to pay.

III. The Social Worker's Ethical Responsibility to Colleagues

- J. Respect, Fairness, and Courtesy – The social worker should treat colleagues with respect, courtesy, fairness, and good faith.
- K. Dealing with Colleagues' Clients – The social worker has the responsibility to relate to the clients of colleagues with full professional consideration.

IV. The Social Worker's Ethical Responsibility to Employers and Employing Organizations

- L. Commitments to Employing Organizations – The social worker should adhere to commitments made to the employing organization.

V. The Social Worker's Ethical Responsibility to the Social Work Profession

- M. Maintaining the Integrity of the Profession – The social worker should uphold and advance the values, ethics, knowledge, and mission of the profession.
- N. Community Service – The social worker should assist the profession in making social services available to the general public.
- O. Development of Knowledge – The social worker should take responsibility for identifying, developing, and fully utilizing knowledge for professional practice.

VI. The Social Worker's Ethical Responsibility to Society

- P. Promoting the General Welfare – The social worker should promote the general welfare of society.

PLEASE NOTE: The complete text of the NASW's Code of Ethics is available in the UW Tacoma Library or by writing the national office at NASW, Att: Publication Sales, 7981 Eastern Avenue, Silver Spring, MD 20910.

Application for Admission to the UW Tacoma Master of Social Work Program

Please type or print. Complete every question, even if information requested is included elsewhere in this application packet.

1. Please indicate which program(s) you wish to apply for: <input type="checkbox"/> 3-Year MSW Program (Autumn 2010) <input type="checkbox"/> Advanced Standing MSW Program (Winter 2011)		2. Have you previously applied for admission to the UW Tacoma MSW program? <input type="checkbox"/> No <input type="checkbox"/> Yes		If YES, Year _____		<input type="checkbox"/> Admitted <input type="checkbox"/> Wait List <input type="checkbox"/> Not Admitted	
3. Legal Name (last, first, middle) <input type="checkbox"/> Mr. <input type="checkbox"/> Ms./Mrs./Miss							
4. Former name(s): If your first or last name has changed, indicate your former full name							
5. Date of birth (month/day/year)				6. City and state of birth (include country if other than U.S.)			
7. Mailing address (street and number)		(city)		(state)		(ZIP)	
8. Phone number (home) () ()		(work) () ()		(cell) () ()		9. E-mail address	
10. Permanent address (street and number)		(city)		(state)		(ZIP)	
11. Which student status are you seeking? <input type="checkbox"/> Graduate <input type="checkbox"/> Visiting Graduate <input type="checkbox"/> Transfer Graduate: Name of University _____				12. Specific area of interest			
13. List all higher education institutions you have attended, including the University of Washington, in the order you attended them. (No omissions. Attach separate sheet if necessary.)							
School name		Location City State		Dates attended From To		Degree received or expected	Date degree received or expected (mo./year)
14. GPA of most recent 90 quarter or 60 semester credits		15. Have you ever been registered at any campus of the University of Washington as a:		<input type="checkbox"/> Graduate nonmatriculated (GNM)		If so, UW Student # _____	
				<input type="checkbox"/> Graduate student			

16. Have you successfully passed a course in introductory statistics within the most recent five years? Yes No

If NO, when do you plan to complete a course in introductory statistics?

Qtr./Sem. _____ Year _____ at College/University: _____

17. Have you successfully passed an approved course in human biology within the most recent ten years? Yes No

If NO, when do you plan to complete an approved course in human biology?

Qtr./Sem. _____ Year _____ at College/University: _____

NOTE: Both the human biology and statistics requirements must be completed prior to matriculating into the MSW program. Please submit a syllabus for course review and approval if human biology was completed at a college or university outside the state of Washington.

CONTINUED >

Application for Admission to the UW Tacoma Master of Social Work Program

18. Please read the Standards for Essential Abilities and Attributes and check the box that applies to your circumstance:

I am able to complete the program with or without reasonable accommodation. Yes No

19. Except for minor editorial assistance, did you write your admissions essay? Yes No

20. Are you a current, permanent employee, for at least two years, with the Washington State Division of Children and Family Services? Yes No

21. Excluding this program, please list the other schools or programs you are applying for at this time.

22. List below academic or professional honors you have attained, any publications or other significant accomplishments.

23. List the three references, including name, address, and phone number, you have asked to provide an evaluation of your graduate and professional potential and indicate which are academic and/or social services related.

NAME	ADDRESS	PHONE
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It is understood that in applying to the University of Washington Tacoma Master of Social Work Program the applicant is aware of the necessary commitments of time, energy, finances and health for the rigors of graduate study and professional social work. Each applicant also is understood to have read and agreed to the Standards for Essential Abilities and Attributes for Admission and Continuance in the Social Work Program and professional behavior and standards of ethics as written by the National Association of Social Workers' Code of Ethics and contained in this packet.

The Social Work Program reserves the right, on the basis of an educational judgment, to recommend to the Graduate School that an applicant be denied admission or to recommend dismissal to the Graduate School of an admitted student whose academic record or performance in field instruction does not meet minimal expectations or whose performance is not consistent with the accepted standards for professional behavior.

In signing this form, I acknowledge that I have read and understand the enclosed information. I agree to notify the UW Tacoma MSW Program of any changes occurring subsequent to this application's submission, prior to my enrollment or if accepted if the change would cause my application to be incomplete or inaccurate. I understand that the materials contained in my application file become the property of the University of Washington Tacoma Social Work Program.

SIGNATURE

DATE

Admissions Essay

The essay is one of the most critical elements in the admission review. Current knowledge of the social work profession is assessed by the applicant's use of illustrations and examples from their social service background as described in the admissions essay.

Each of the two sections should be clearly titled. The maximum length of the entire essay (both parts combined) should not exceed four to six pages, typed and double-spaced. If using a word processor, please utilize font sizes 11 or 12.

I. Autobiographical Statement (2-3 pages)

Write an autobiographical statement explaining why you would like to be a social worker. Your response could reflect important family and community influences, as well as a description of characteristics that distinguish you as a potential candidate for the Master of Social Work degree. The admissions committee is interested in evidence of your:

- Commitment to social justice
- Leadership abilities
- Notable achievements/accomplishments (academic, work or volunteer)
- Persevering in the face of adversity
- Persevering in the face of oppression/discrimination
- Significant experience in diverse communities
- Bilingual skills (including ASL)
- Disadvantaged background
- International experience (including First Nations)

It is important to show how you have grown from these experiences, what you have learned and how these experiences will affect your approach to your social work education and practice. Comment on the factors which led to your choice of social work education and why are you making this choice at this time. Please discuss your career goals and what you expect to be doing in five years and 10 years.

II. Social Problem Analysis (2-3 pages)

Describe a social problem that you consider to be significant. Please discuss it with regard to the following four areas:

1. What are the societal contributions to the origin and maintenance of this problem?
2. Why, in your opinion, does this problem deserve public attention and resources?
3. If relevant, include any personal experiences that have contributed to your identification and understanding of the problem.
4. Describe possible ways of addressing the problem, including leadership roles you might undertake.

Grade-Point Average Worksheet

Instructions for completing this worksheet are on the following page.

Please compute your GPA below and indicate which transcript(s) you are using and the most recent quarters or semesters used to establish the GPA. If you are an applicant who attended an institution that did not use decimal grades, please list the name of the school and dates of attendance only. In all cases, official transcripts are required.

Name: _____

Transcripts used in computing GPA:

COLLEGE /UNIVERSITY	QUARTERS/SEMESTERS FROM	TO
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total number of quarter credits used: _____ (or semester credits: _____)

Total grade points: $\frac{\boxed{}\boxed{}\boxed{}.\boxed{}}{\boxed{}\boxed{}.\boxed{}} = \boxed{}.\boxed{}\boxed{}$ Grade Point Average

Please return this worksheet in the envelope provided to:

Social Work Program
 University of Washington Tacoma
 1900 Commerce Street
 Tacoma, WA 98402-3100
 (253) 692-5820

Grade-Point Average Worksheet

Please compute your GPA using the worksheet provided based on the following instructions.

To compute your GPA, total the number of grade points given for each course, and then divide by the total number of graded credits.

$$\frac{\text{Total number of grade points}}{\text{Total number of graded credits}} = \text{GPA}$$

Grade points are determined by multiplying the point value for a grade in a class by the credit given for a class. Use the following point value for grades to assist in determining your grade points.

A.....4.0	C+.....2.3	D-.....0.7
A-.....3.7	C.....2.0	E.....0.0
B+.....3.3	C-.....1.7	F.....0.0
B.....3.0	D+.....1.3	
B-.....2.7	D.....1.0	

For example, a 3-credit class that was graded a B+ would be: $3 \times 3.3 = 9.9$ grade points for that class.

Please base your total number of graded credits on the most recent 90 quarter credits or 60 semester credits. Usually this consists of the last two years of full time course work. Applicants should base the GPA on as close to 90 quarter credits without going over that total. Do not include ungraded courses such as incomplete or credit/no-credit classes in the formula.

For example, the most recent graded credits on review of the transcript equals 87. The total grade points from evaluating each graded class are 269.7.

$$\frac{269.7 \text{ grade points}}{87 \text{ graded credits}} = 3.1 \text{ GPA}$$

If you have taken a combination of quarter credits and semester credits within the last two years of full-time classes, then conversion to quarter or semester credits for the total must take place with similar conversion in determining grade points. Quarter credits are converted to semester credits by multiplying by $2/3$ (two thirds or 0.66). Semester credits are converted to quarter credits by multiplying by $3/2$ (one and one-half or 1.5). For example: 50 quarter credits $\times 2/3 = 33.3$ semester credits. And 30 semester credits $\times 3/2 = 45$ quarter credits.

If you have earned graded quarter credits or graded semester credits since completing your bachelor's degree, you will need to include the post-baccalaureate credits in your computation of GPA.

Résumé

You must include an up-to-date résumé as part of the admission material (maximum two pages in length). On the résumé, please list:

- Educational background
- All paid work experience: dates, number of hours per month, employer name and address, job title, brief overview of job responsibilities. Please highlight experience with diverse communities.
- Volunteer social service experience: dates, number of hours per month, organization name, duties/roles. Include field practicum or internship experiences here. Please highlight experience with diverse communities.
- Awards, honors and special achievements you have earned (academics, work, volunteer)
- Languages spoken and written and level of fluency (including ASL)
- Research experiences—this should include any research you have conducted or been a part of
- International experiences (length of time, work/volunteer experiences)

**You must also complete the
Social Service Experience form in this packet.**

Social Service Experience

Use this form to briefly record only your social work experiences; more detailed information can be provided on the resume you submit as part of your application packet. Start with the most recent position and list all work, volunteer and internship experience below. **Please include social work or social work-related experience ONLY.**

	DATES FROM – TO (mo/yr)		HOURS per week	TOTAL HOURS in this position	AGENCY and name of MSW supervisor (if applicable)	JOB TITLE/ACTIVITY	BRIEF DESCRIPTION OF DUTIES
PAID							
VOLUNTEER							
INTERN							

Request for Letter of Reference

INSTRUCTIONS TO THE APPLICANT: Under provisions of Public Law 93-380, the Family Educational Rights and Privacy Act of 1974, and under University guidelines pursuant to that Act, a student (defined as any person who has been officially admitted and registered at the University of Washington) has the right to review recommendations made in his or her behalf unless the student waives this right at the time the recommendation is solicited. If you wish to waive your right to review, please indicate by signing in the space below.

I hereby waive my right to review this recommendation.

Applicant Signature: _____ Date: _____

Name of Applicant: _____

Name of Referee: _____

Title/Position: _____

Business Address: _____ Business Phone: () _____

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The person sending you this letter has applied for admission to the Master of Social Work Program and has given your name as a reference. Since our Admissions Committee must select a relatively small number of candidates from a large applicant group, it is most important that we acquaint ourselves as fully as possible with the qualifications of each applicant. The information you share with us will have a significant effect on our admission decision.

Social Work entails heavy responsibility to people in need of a variety of services; therefore a person preparing for social work practice must have a number of essential qualities. Among these are academic potential, emotional and physical health, skill in verbal and written communication, and a fundamental interest in people and social problems.

We would like you to complete the form on the reverse side, and ask you to answer the question as fully as possible. Additional observations by letter are most welcome.

If you reply at your earliest convenience, it will be a distinct favor to us and the applicant. We are grateful for your help in this important part of the admissions process. **We ask that you return this form to the applicant in a sealed envelope with your signature across the seal.** This form will be our notification of the right of the applicant to review or not review said reference.

Please answer the following questions as thoughtfully as possible. (Feel free to attach a letter in addition to completing this form).

1. How long have you known the applicant? _____
2. In what capacities have you known the applicant? (Check all that apply.)

<input type="checkbox"/> Professor	<input type="checkbox"/> Research Supervisor	<input type="checkbox"/> Academic Adviser	<input type="checkbox"/> Employment Supervisor
<input type="checkbox"/> Field Instructor	<input type="checkbox"/> Personal	<input type="checkbox"/> Other: _____	

Please answer questions 3 through 6 on this form or, if you prefer, attach a letter that addresses the same issues.

3. What do you consider the applicant's major strengths as a candidate for professional education in social work?

4. In what areas, and to what degree, does the applicant need to be strengthened as a potential professional social worker?

5. Please discuss any personal knowledge you have of the applicant's experience in social service, indicate the nature of experience and your assessment of the applicant's performance.

6. What reservations do you have about the applicant's potential for professional social work?

7. Using as a base of comparison other individuals whom you have known in the same field in recent years, please use the check boxes to indicate your evaluation of this applicant's ability and professional competence in each category.

Characteristic	Exceptional Top 5%	Outstanding Top 20%	Very Good Top 35%	Good Top 50%	Next 50%	Unable to Judge
a. Level of maturity and emotional stability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Intellectual capacity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Sense of responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Understanding of self	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Sensitivity to needs of and feelings for others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Ability to respect and work with differences in people (e.g. race, class, culture and ethnicity)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Concern and commitment to work toward solving social problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Ability to initiate and follow through	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Leadership ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j. Willingness to accept direction and/or supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k. Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
l. Ability in oral communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
m. Ability in written communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
n. Motivation for chosen field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o. Integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. Summary Evaluation. Please indicate the strength of your overall recommendation by choosing the appropriate box:

<input type="checkbox"/> Highly recommend	<input type="checkbox"/> Recommend
<input type="checkbox"/> Recommend with reservations as noted	<input type="checkbox"/> Not recommended

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Master of Social Work Program
 University of Washington Tacoma
 Campus Box 358425, 1900 Commerce Street
 Tacoma, WA 98402-3100

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Conviction/Criminal History Information

This form must be completed to be considered for admission. Please type or print clearly.

When considering individuals for admission to the Social Work Program, conviction/criminal history records are reviewed as they relate to the content and nature of the curriculum and the safety and security of clients and the public. Additionally, the Washington State Child and Adult Abuse Information Law (RCW 43.43.830-.842) requires that the Social Work Program ask applicants to disclose specific information about any convictions for crimes against persons and crimes relating to financial exploitation and findings in related actions and proceedings. This conviction information must be disclosed before an applicant can be considered for enrollment in any social work degree program which may involve unsupervised access to children, developmentally disabled persons or vulnerable adults as defined by the law. **A conviction/criminal history record does not necessarily disqualify an individual for admission.** Criminal history records may be verified through the Washington State Patrol or other law enforcement related agencies; initial and/or continued enrollment may be subject to a satisfactory Criminal Conviction Report.

Applicant Name (Last)	(First)	(M.I.)	Social Security Number	*Your Social Security Number is a required part of your application. It is a unique identifier necessary to conduct the State of Washington criminal history background check required of all applicants.
Degree Program applied for: <input type="checkbox"/> MSW <input type="checkbox"/> BASW			Date of Birth (Mo., Dy., Yr.)	

1. CRIMES AGAINST PERSONS AND CRIMES RELATING TO FINANCIAL EXPLOITATION:
 Have you ever been convicted of any of the crimes listed below? Yes No If Yes, check all that apply and describe in box 5 below.

<input type="checkbox"/> Custodial Interference (1st/2nd Degree)	<input type="checkbox"/> Assault, Custodial	<input type="checkbox"/> Promoting Prostitution (1st Degree)
<input type="checkbox"/> Extortion (1st/2nd/3rd* Degree)	<input type="checkbox"/> Assault, Simple (or 4th Degree Assault)	<input type="checkbox"/> Prostitution
<input type="checkbox"/> Forgery*	<input type="checkbox"/> Assault (1st/2nd/3rd Degree)	<input type="checkbox"/> Robbery (1st/2nd Degree)
<input type="checkbox"/> Incest	<input type="checkbox"/> Assault of a Child (1st/2nd/3rd Degree)	<input type="checkbox"/> Rape (1st/2nd/3rd Degree)
<input type="checkbox"/> Indecent Exposure - Felony	<input type="checkbox"/> Burglary (1st Degree)	<input type="checkbox"/> Rape of a Child (1st/2nd/3rd Degree)
<input type="checkbox"/> Indecent Liberties	<input type="checkbox"/> Child Abandonment	<input type="checkbox"/> Selling/Distributing Erotic Material to a Minor
<input type="checkbox"/> Kidnapping (1st/2nd Degree)	<input type="checkbox"/> Child Abuse or Neglect (RCW 26.44.020)	<input type="checkbox"/> Sexual Exploitation of a Minor
<input type="checkbox"/> Malicious Harassment	<input type="checkbox"/> Child Buying or Selling	<input type="checkbox"/> Sexual Misconduct with a Minor (1st/2nd Degree)
<input type="checkbox"/> Manslaughter (1st/2nd Degree)	<input type="checkbox"/> Child Molestation (1st,2nd,3rd Degree)	<input type="checkbox"/> Theft (1st/2nd/3rd* Degree)
<input type="checkbox"/> Murder, Aggravated	<input type="checkbox"/> Communication with a Minor	<input type="checkbox"/> Unlawful Imprisonment
<input type="checkbox"/> Murder (1st/2nd Degree)	<input type="checkbox"/> Criminal Abandonment	<input type="checkbox"/> Vehicular Homicide
<input type="checkbox"/> Patronizing a Juvenile Prostitute	<input type="checkbox"/> Criminal Mistreatment (1st/2nd Degree)	<input type="checkbox"/> Violation of Child Abuse Restraining Order
<input type="checkbox"/> Promoting Pornography		
<input type="checkbox"/> Arson (1st degree)		

*(SEE PART 5 BELOW)

2. DRUG-RELATED CRIMES
 Have you ever been convicted of a crime related to the manufacture of, delivery of, or possession with intent to manufacture or deliver a controlled substance?
 Yes No

3. RELATED PROCEEDINGS:
 Have you ever been found in a dependency action, domestic relations proceeding, disciplinary board hearing, or protection proceeding to have: sexually assaulted or exploited, sexually or physically abused, a minor or developmentally disabled person OR to have financially exploited or abused a vulnerable adult?
 Yes No

4. MEDICARE-MEDICAID HEALTHCARE RELATED CRIMES:
 Have you ever been convicted of any crime related to the delivery of service under Medicare/Medicaid or any state or federal healthcare program, or convicted of any crime connected with the delivery of a healthcare item or service? Yes No

 Have you ever been judged liable for civil monetary penalties for conduct related to the delivery of services, supplies or other participation in Medicare/Medicaid or any other state or federal healthcare program? Yes No

 Have you ever been excluded from providing services or supplies under Medicare, Medicaid or any other federal funded healthcare program?
 Yes No

5. For all items checked in 1, 2, 3 and 4 above, specify the conviction or action date(s), sentence(s) or penalty(ies), imposed, prison release date(s) and current standing (e.g. parole, work release). For all items with an asterisk (*) above, provide a description of the victim including the victim's age. Attach additional page(s) if needed.

6. GENERAL CONVICTION INFORMATION:
 Aside from those crimes listed above, within the past 10 years have you ever been convicted of or released from prison for any crimes, excluding parking tickets/traffic citations? Yes No

 If Yes, indicate all conviction dates, prison release date(s) and the nature of the offense(s). Attach additional page(s) if needed.

Under penalty of perjury, I certify that the above-stated information is true, correct and complete. I understand that if I am admitted, I can be discharged for any misrepresentation or omission in the above-stated information. I understand that the University of Washington may verify this information through the Washington State Patrol or other law enforcement related agency. I also understand that admission may be conditioned on the University's receipt of a satisfactory Criminal Conviction Report from the Washington State Patrol or other law enforcement related agency.

Signature _____ Date _____

Authorization for Repeat Background Checks and Dissemination of Results

I authorize repeat background checks and dissemination of my self-disclosure information, background check results, and conviction records to clinical training sites, whether in or outside the state of Washington, and as deemed necessary by the School of [Dentistry, Medicine, Nursing, Pharmacy, Public Health & Community Medicine, Social Work] during the completion of my academic program. I understand that the University of Washington will provide the records listed above only with the condition that the receiving party or parties will be notified by the University that they may not disclose the information to other parties, in a personally identifiable form, without my further consent unless the other parties are otherwise eligible under federal or state law to receive the records. I further understand that any statements that I have placed in my records commenting on contested information contained in the records listed above will be released along with the records to which they relate.

Name: _____

Signature: _____ Date: _____

Dissemination of self-disclosure information, background check results, and conviction records

These records are provided to you pursuant to the above release signed by _____ [student] with the understanding, and on condition that, you not release these records to any other person or institution or entity without the further consent of _____ [student].

Certification Concerning Criminal History Outside the State of Washington

I certify, under penalty of perjury, that I have not been convicted of any of the above-listed crimes or had findings against me concerning the above-listed proceedings outside the State of Washington.

Signature: _____ Date: _____

If you cannot so certify, please specify why not: